

NOVEMBER 1, 2008 FIRM DATE IMPLEMENTATION OF THE 2008 CRITERIA

An applicant applying under the 1998 Criteria will have to **complete** all three components (1998 criteria education completed on or before 12/31/07; experience and examination) **AND** the license or certificate **must be issued** by the Board on or before **October 31, 2008**. Applicants are encouraged to read the requirements and complete the application carefully and to double check the completed application to make sure it is filled out accurately and completely and that all required documentation is included with the application submission to the Board.

It is strongly recommended that an applicant applying under the 1998 Criteria file the application **as soon as possible**. Once an application is received in the Board office, the following steps must be completed before a license or certificate is issued:

1. Application is reviewed by staff to ensure that all questions have been answered properly and that all required documentation is included.
2. Staff requests any missing information or documentation and copies of appraisals from experience log.
3. Upon receipt of additional information and appraisals, staff compares appraisals to information on experience log. If the information is inconsistent, staff will request additional information. If the information is consistent, the application is placed on the Application Review Committee's agenda. See Committee Filing Deadlines on website under Licensing for cut-off dates. Again, applicants are encouraged to file applications and all requested documentation as soon as possible and not to wait until the Committee Filing Deadlines. The Committee Filing Deadlines are not for the filing of the application, but for the receipt of all requested documentation required in processing steps #1-#3.
4. Application Review Committee examines appraisals for compliance with USPAP. If the appraisals do not comply with USPAP, additional information will be requested from applicant. Upon receipt of requested additional information, the application will be placed on the Application Review Committee's next agenda. Once the appraisals are found to be USPAP compliant, the Application Review Committee makes recommendation to the Board to approve the application.
5. The Board generally meets the day after the Application Review Committee and may or may not accept the Application Review Committee's recommendations.
6. Upon the Board's approval, an examination approval card is issued by staff so that applicant can register to take the examination. Upon receipt of the examination approval card, applicants are urged to register for the examination as soon as possible. Because of the number of applicants taking the examination, the available examination dates fill up quickly. The examination is a practice-based examination that can take 6-8 hours to complete depending on the appraiser classification.
7. Once an applicant has passed the examination, staff is notified by the examination administrator. Staff must receive notification directly from the examination administrator.
8. Once staff has been notified that applicant has passed the examination, staff requests payment of the national registry fee.
9. Once the national registry fee is received from the applicant, the license or certificate can be issued.

Applicants should be aware that Board staff works very hard to move each application through these steps as quickly as possible. To be fair to **all** applicants, all documentation is processed on a "first in-first out" basis.

WARNING: If an applicant applying under the 1998 Criteria waits until September or October to file the application, it is possible that the application process cannot be completed and the license or certificate issued by the October 31, 2008 deadline. If a problem occurs in any of the application processing steps, it could delay the issuance of a license or certificate for several weeks and in the worst case scenario, for a month or more.

For any applicant applying under the 1998 Criteria, if the license or certificate is not issued by the Board on or before October 31, 2008, the applicant will be required to meet the 2008 Criteria. THIS INCLUDES THOSE APPLICANTS GRANTED A 100-DAY EXTENSION FROM THE DATE OF FILING APPLICATION WHEN THE RESULTS OF THE EXAMINATION WERE NOT AVAILABLE.